

CITY OF HAMILTON

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT

TRANSPORTATION PLANNING AND PARKING DIVISION – TRANSPORTATION PLANNING – 77 JAMES STREET NORTH

MANAGER OF TRANSPORTATION PLANNING SERVICES

OVERVIEW

Reporting to the Director of Transportation Planning and Parking, the Manager of Transportation Planning Services will provide leadership to a multi-functional workforce engaged in delivery of services to the public and internal clients in the areas of long range transportation planning, development review, and sustainable mobility projects and programs.

Accountable for ensuring that strategic infrastructure planning activities, guided by the City of Hamilton Transportation Master Plan, are delivered in accordance with City and Provincial guidelines through the effective and efficient use of financial and staff resources. Using a "best practices" approach, develops and delivers quality services in a timely and cost-effective manner. Instills a customer service focus in the Section.

Accountable for Transportation Demand Management planning activities associated with the Smart Commute Initiative and guiding Hamilton's Transportation Management Association through the effective and efficient use of financial and staff resources.

Accountable for strategic cycling and pedestrian initiatives related to active transportation and reducing dependency on single occupancy vehicle travel.

Represents the City of Hamilton on strategic transportation planning initiatives across the GTHA and with agencies such as the Metrolinx.

Prepares sectional reports identifying how operations performed against established benchmarks related to services, financial, administration and staff performance.

Possesses a demonstrated record of technical competence, customer focus, staff delegation and empowerment. In addition, the Manager will have a responsibility for investigating and recommending new procedures for improving the section's technical performance.

Prepares and reports on the Section's services, financial, administrative and staff performance against established benchmarks. Implements strategies to improve effectiveness and efficiency. Sets above average standards and leads by example. Functions as a mentor to subordinate staff.

Possesses a demonstrated record of strong leadership and guidance, technical competence, customer focus, innovation/creativity, team advocacy, staff delegation and empowerment, staff development, and be committed to results.

Possesses a high level of personal integrity and be an excellent communicator.

RESPONSIBILITIES

You will assume responsibility for the Transportation Planning Services Section and delivery of the Transportation Planning Program to meet the growing needs of the residents and businesses of the City of Hamilton. The Manager is accountable to the Director of Transportation Planning and Parking for ensuring the Transportation Planning Program is delivered in accordance with City and Provincial standards with minimal disruption to the public and in the most effective and efficient manner consistent with the City of Hamilton Mission and Vision.

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

Provides creative leadership and direction to staff within the Section. Promotes teamwork and integration between internal and external parties participating in cross functional and cross program initiatives.

Monitors the progress of comprehensive, interdependent transportation planning, development review and sustainable mobility initiatives. Ensures timely, cost effective planning frameworks in compliance with legislative requirements.

Develops sustainable, macro transportation planning policies and procedures. Results oriented and persistent in ensuring objectives are accomplished.

Develops sustainable mobility, development review, and transportation demand management policies and procedures. Results oriented and persistent in ensuring objectives are accomplished.

Prepares or reviews, as required, technical reports arising out of this area of responsibility for presentation to various committees of the City.

Oversees the review of Transportation Impact Studies, TDM Studies and other reports as part of the development application review process. Ensures high level of service and coordination with the Development Planning Section.

Monitors the progress of environmental assessments and studies conducted by other Divisions, Provincial Ministries and Federal Departments as they relate to the City's transportation planning, transportation master planning, sustainable mobility systems.

Promotes and monitors public involvement programs including the organization of public information centres as required.

Participates as a department lead and/or representative on various corporate committees/teams as required.

Participates and regularly acts as spokesperson in discussions/presentations on transportation planning issues to the Public Works Department, Council, agencies, the development community, the public and the media. To attend various Committee/Council and public meetings as required. To attend hearings or inquiries as an expert witness when required.

Liaises with the MTO, Metrolinx, adjacent municipalities and other agencies including MOECC, NEC, Conservation Authorities, regarding transportation planning strategies as required.

Organizes and manages the section's current budget and the transportation planning studies capital budget including consultant assignments.

Estimates and recommends development reserve funded capital budget projects integral to the implementation of strategic plans. Participates in the review and update of Development Charges.

Develops programs, policies and procedures for environmental planning and management activities.

Results oriented and persistent in ensuring objectives are accomplished.

Empowers and develops reporting staff to perform their work in an independent manner.

Performs other duties as assigned which are directly related to the responsibilities of the position.

Works in accordance with the provisions of applicable health and safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

QUALIFICATIONS

1. Proven knowledge of the practices and theories of civil or transportation engineering, or strategic planning normally acquired by attaining a degree in Civil Engineering or Urban Planning or an equivalent combination of education and relevant work experience.
2. Registration as a Professional Engineer in Ontario or Ontario Certified Engineering Technologist preferred.
3. Extensive knowledge in the area of sustainable transportation, transportation and urban planning principles, transportation demand management and the inter-relationship between transportation and land use.
4. Proven ability to work with a team of management professionals from cross disciplines; directing management studies and key public / stakeholders meetings and workshops.
5. Proven management experience gained through progressively more responsible positions preferably in a municipal environment.
6. Experience in the development of capital budgets including planning, scheduling, prioritizing, monitoring and costing of projects.
7. Experience in the development and management of operating budgets.
8. Significant experience in the preparation of documents and technical reports and previous experience preparing reports to Council an asset.
9. Extensive knowledge of engineering theories, practices and trends to manage large contracts and projects, including reviewing, approving and implementing work plans and project budgets.
10. Highly developed ability to articulate a vision to lead and inspire others.
11. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
12. Demonstrated ability to effectively manage a large multi-disciplinary staff in a results oriented environment and in a predominantly unionized environment.
13. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
14. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
15. Knowledge of collective bargaining process.
16. Working knowledge of computer software applications including Travel Demand Forecasting software tools